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25X1	tion or special authority, but justified by the using component on the basis of necessity. are assigned to the DD/P and are for the most part performing inter-office messenger service.		1		
25X1 25X1	Duplication of functions under divided responsibility has dissipated administrative control and increased operating costs. Headquarters Courier Services cost the Agency services alone, with less than half this amount in support of the employees assigned to the official Mail and Courier Branch, Office of Logistics.				
	The existence of duplicative courier systems makes supervision and control of Agency couriers difficult and introduces unnecessary risk to the security of the Agency's operations. Multiple courier systems are conducive to undetected individual security violations; contribute to nomuniformity in practices and procedures; create staffing problems; are wasteful of manpower and transportation and make monitoring of courier operations difficult.	(Bernejana) (Berne			
25X1	A single courier system special courier system of OCI and PIC excepted) will provide tighter security and better control of Agency Courier operations.				
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SECRET

IG RECOMMENDATION

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PRIMARY COGNIZ-ANCE

ACTION ACTION
TAKEN PROPOSED

DISPOSI

Administration

Security

At the present time no single office maintains a complete roster of Agency couriers. Ostensibly, this should be accomplished by the Director of Security whose current roster contains only those couriers employed by the official Mail and Courier Branch, Office of Logistics.

PROBLEM

At the present time there is no focal point within the Office of Security to constantly deal with and actually supervise all security factors concerned with Agency couriers or courier operations. Such a focal point is needed. Couriers are a well-known channel of penetration into any intelligence service. Although this is so, there is no indication that the Agency Courier System has been penetrated nor have the actions of individual couriers established any noticeable evidence of participation in subversive activities.

Failure to requalify couriers in the use of firearms.

The IG does not endorse the OS conclusion that the Headquarters Courier Systems are secure, until all reasonable safeguards have been applied and the Office of Security has mounted a vigorous CI operation against this activity; only then can the Agency be assured of a reasonably secure courier service. Security is achieved by constant vigilance on the part of individual

That the focal point in the Office of Security be designated the office of record for maintaining a complete roster of all headquarters couriers and courier equipment and that the Director of Security provide a staffing slot for a full-time courier inspector.

That 1) the DD/S issue a directive to all units of the Agency employing individual couriers not assigned to the Mail and Courier Branch, Office of Logistics, to provide the Office of Security their names together with a list of offices (outside CIA) visited; the courier schedule and routes; type of transport used, precautions employed to protect classified mail in transit; types of clearances issued to its couriers and to subsit all subsequent changes in courier status as they occur; and 2) the Office of Logistics in coordination with the Office of Security review these data to eliminate wherever practicable duplication of courier services, sourier routes, and courier vehicles.

Individuals so affected to be reported to the Office of Security for arms requalification without delay.

That the DD/S request the Director of Security to extend his current technical interrogation program to all Agency couriers; and that he be instructed to initiate a positive CI program designed to minimize the damage to National Security and embarrassment to the Agency should a serious breach of security occur-

1/ Based on the record of only one transmission accurity for lating ledge ledge ledge ledge of the past three years. It views this record neither as a marantee of the security of courier operations in the past, nor a definite guarantee against a impact of security that

PROBLEM Administration (Contad); couriers, supervisors and monitoring personnel, and by the application of sound security practices. Only one courier facility demonstrates such vigilance in daily 25Xfractice — the Special Courier Service maintained by PIC.

Failure of the Agency to equip courier vehicles with adequate facilities for the proper safeguarding of classified materials while in transit creates unnecessary security hazards; failure to provide special equipment in courier vehicles as an added precaution to safeguard classified mail during transit.

The number of individuals used on an "ad hoc" basis to speed the delivery of classified materials by the "hand-carry" method cannot be determined but is kmown to be extensive. There appears to be no practical way to eliminate or control this procedure. Security of documents in such cases depends upon the integrity of the individual concerned and the responsibility for com-promise or loss (if reported) rests with the person or persons concerned.

Correction of the deficiencies noted in the basic survey (IG) will go far toward improving the security of Headquarters Courier Systems.

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IG RECOMMENDATION Paragraph 11.b.(4), Agency Regulation

Revised, 2h February 1959, states that the Director of Security is to, "develop and conduct internal counterintelligence programs

to detect and prevent hostile penetrations of the Agency establishments through its employ-ees. Paragraph b. (5) goes on to state that the Director of Security is to restablish safeguards necessary to prevent physical pene-

tration of the Agency establishments by unauth-orized individuals. . . " Nowhere in the regulations is specific mention made of couriers or the Agency Courier System, nor requires the Director of Security to give this activity

COGNIZ=

PROPOSED

TION

When courier escort is not provided, all vehicles used by couriers will be equipped with a fireproof safe for storage of classified material while in transit. Wherever fessible, a two-way radio telephone should be installed in courier vehicles.

special attention.

BOSTER

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Personnel

Lack of uniformity in classification of positions.

That DD/S request the Director of Personnel to explore the possibility of reclassifying couriers now performing internal messenger service to the status of "messengers."

That the Director of Personnel establish a definitive job classification and requirement for Agency couriers and reclassify those engaged in purely internal mail distribution to the position of messenger.

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PROPOSED:

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Procedures

Insecure practices and procedures most common to Agency courier operations are traced to moncompliance with Agency regulations and inadequate supervision.

PROBLE

There is a lack of uniformity in the use of Courier and Document Receipts in the handling of official mail and classified materials.

Pailure to inventory contents when signing for receipt of bulk deliveries.

The major defect in the "hand-carry" method is its circumvention of the registry system of document control. 4s a result, endless hours of search through registers and offices occur when documents are reported lost or misplaced.

Fathure of individuals to preperly address classified mail delays transmission and leads to compromise. Unfamiliarity on the part of clerical personnel with mail regulations pertaining to the preparation of classified materials for dispatch.

Lost postage slips (registered mail).

That the Office of Security conduct a survey of the Agency's procedures for classified-document control to insure proper compliance with Executive Order 10501 and pertinent Agency regulations.

When bulk deliveries are made such as RI pouches, the recipient usually signs the Courier Receipt without inventory of the contents To provide better document control, it is recommended that a manifest—type receipt be prepared for the contents of RI pouches, and the courier insist on inventory and receipt at time of delivery.

That an Agency handbook be prepared and published that would consolidate all official directives on the subject, and make it easier for clerical help to follow instructions by setting forth examples and illustrations.

That representatives from the Office of Logistics, Office of Personnel, and Office of Sacurity meet to consider and adopt better

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Fallure of couriers to properly identify themselves when picking up classified mail.

Countered failure to request proper identification of the resignent of classified material.

and the second s

Ineffective supervision of courier activities during mail runs. Inadequate supervision of couriers absences.

Thirty delivery points in the Pentagon.

good of which the second mail or package.

Instruct all coursers to: (1) Deliver classified material to the addresses or anth-orized-eased representative only. (2) Paul of quest proper identification from all recipients prior to delivery of classified material. (3) Under no circumstances deliver classified material to unauthorized persons.

The the Chief, OCP Liaison, prepare a memorandum for all Agencies and Departments with whom couriers make contact, requesting their cooperation in asking GIA coursers to identify themselves properly before turning classified materials over to them. All offices in CIA to be similarly notified and requested to ask couriers to show their coursies identification credentials.

Provide courier-drivers with a trip manifest or similar card to report times of arrival and departure at all facilities visited. Require supervisors to take daily rawlings of speedometer mileage as a check against the trip manifest.

That the Office of Logistics and the Office of Security jointly investigate the feasibility and practicability of reducing the number of delivery points in the Pentagon (now numbering 30) by the establishment of a special center at the Pentagon to be manned by two or more Agency employees whise duties will include internal delivery and collections to these offices.

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